

# THE HR NEWSLETTER

CITY OF VALDOSTA

## CONTENTS

**Get your cameras ready  
for #CityHallSelfieDay  
August 15!**

**01 CITY HALL SELFIE DAY**

**02 BIRTHDAYS &  
ANNIVERSARIES**

**03 JULY EMPLOYEE OF THE  
MONTH**

**04 THE IMPORTANCE OF  
WORKPLACE  
PUNCTUALITY**

**05 UPCOMING EVENTS**

**06 WHO'S WHO IN HR?**



# August Birthdays



- William Cornelius, 8/2
- Benjamin Bennett, 8/3
- Alexander Scheib, 8/3
- Aaron Brown, 8/4
- Charles Browning, 8/4
- Johnny Henry Jr., 8/4
- Derrick Keene, 8/4
- Morris Lancaster, 8/4
- Sabrina Smith, 8/4
- Thomas Wheeler, 8/4
- Lonnie Robinson, 8/5
- Patricia Coleman, 8/6
- Courtney Matheny, 8/6
- Travis Kiser, 8/7
- Justin Howard, 8/8
- Marie Wilson, 8/8
- Phillip Walker, 8/9
- David Whitmer, 8/9
- Rick Mefford, 8/11
- Bradley Donaldson, 8/12
- Raymond Gaines, 8/12
- Andre Winston, 8/13
- Earl Seiler, 8/14
- Donald Boatwright, 8/15
- Ray Brown, 8/16
- Marcus Haynes, 8/16
- Michael Knighton, 8/16
- Christian Stevick II, 8/16
- Patrick Brinson Jr., 8/17
- Dominic Henry II, 8/17
- Roy Finniee, 8/18
- Shelley Miller, 8/18
- Wanda Rose, 8/18
- Leah Lynch, 8/19
- Timothy Carroll, 8/20
- Genna O'Berin, 8/20
- Jarvese Gilliard, 8/21
- Kristopher Siren, 8/21
- Wesley Jenkins, 8/22
- Jeffrey Jones, 8/22
- Jeffrey Stokes, 8/22
- Bernard Beaufort, 8/23
- Daniel Jacobs Jr., 8/23
- Stuart Salter, 8/24
- Linda White, 8/24
- Louis Audain, 8/25
- Scott Garren, 8/25
- Sandra Porter, 8/25
- Dmitry Zimin, 8/25
- Daniel Carder, 8/26
- Marquail Johnson, 8/26
- Mark Flythe, 8/27
- Eric Howard, 8/27
- John Christian, 8/28
- Tiffany Kirtley, 8/28
- Lynly Penn, 8/28
- Luis Rodriguez, 8/28
- Richard Joyner, 8/29
- Coleton Cannon, 8/30
- Rachel Thrasher, 8/30
- Joseph Gosseck Sr., 8/31
- Stephanie Taylor, 8/31



# Employee Anniversaries

- |                            |                           |
|----------------------------|---------------------------|
| • Derrick Thompson, 36     | • Jason Woods, 6          |
| • Thomas Welch, 32         | • Yeusheca Lissimore, 6   |
| • Wilbur Wright, 29        | • Lavern Riley, 5         |
| • Brent Johnson, 27        | • Margaret Torres, 5      |
| • Michael Delrossi, 23     | • Brett Boyd, 4           |
| • Ean Oliveto, 23          | • Leroy Paulo, 4          |
| • Darin Moore, 23          | • Max Ahner III, 3        |
| • Estabon Jackson, 23      | • Samuel Patrick, 3       |
| • Brian Wood, 22           | • Louis Audain, 3         |
| • Richard Joyner, 22       | • Caleb Clark, 3          |
| • Earnest Wright II, 20    | • Justin Howard, 3        |
| • Danny Rickman, 20        | • Michael Penland, 3      |
| • Ursula Antley, 19        | • Luis Rodriguez Jr., 3   |
| • Charles Phillips Jr., 19 | • Jamie Sapp, 3           |
| • Stephanie Blanton, 19    | • Brandon Tebedo, 3       |
| • Sheila Mitchell, 18      | • Benjamin Wainright, 3   |
| • Marline Hayes, 15        | • Anthony Williams, 3     |
| • Deborah Sims, 15         | • Lukenzie Absolu, 2      |
| • Timothy Hines, 14        | • Seabron Williams III, 2 |
| • Cedric Kier, 13          | • Darell Carter, 2        |
| • Shandora Gray, 10        | • Jermaine Holmes, 2      |
| • Randall Jones, 10        | • Rachel Thrasher, 1      |
| • Tina Castleberry, 9      | • Pynale Williams, 1      |
| • Timothy Register, 9      | • Azhia Smothers, 1       |
| • Diane Lowe, 8            | • Michael Guess, 1        |
| • Joseph Duvall, 8         | • Caleb Wright, 1         |
| • Timothy Quimby, 8        | • Dontae Brown, 1         |
| • Theodore Butler, 7       | • Justin Coz, 1           |
| • Ivana Africh, 6          | • Thomas Goodin, 1        |
|                            | • William Szalkay, 1      |

# July Employee of the Month

Valdosta Mayor John Gayle and Valdosta Fire Chief Brian Boutwell honored Lawrence Goddard as the July 2019 Employee of the Month at the July 11 City Council meeting. Goddard received a framed certificate and a check for \$200, and his name appears on a plaque displayed in City Hall.

Lawrence Goddard began his employment with the City of Valdosta Fire Department in June of 2018 and presently holds the position of Firefighter. Firefighters are responsible for responding to emergency incidents and providing fire, rescue, medical, hazmat, and special rescue services to the citizens and community while upholding the City and Fire Department's mission, vision, and core values.

On the morning of April 30, 2019, the Valdosta Fire Department responded to a structure fire at 410 Seymour Street. Firefighter Goddard performed his fire suppression duties well and was a key player in what was a good structural save. The occupant, an elderly lady who had taken refuge at a neighbor's house during the fire, asked to come to survey the damage and, possibly gather a few essentials/valuables. She had difficulty walking to her home, as she was without shoes because of her unplanned, hasty exodus. The occupant was grief-stricken when she observed the extent of the fire damage. She took a moment to gather her thoughts and then made a few requests for essential items. Among other requests, such as her medication and purse, the occupant told the Firefighters where her shoes were stored and asked them to retrieve a pair for her. Upon finding the charred remains of the occupant's shoes, Firefighter Goddard immediately decided to remedy the situation. He requested permission to call his wife, Mrs. Patty Goddard, and ask her to buy a new pair of shoes for the occupant. Mrs. Goddard was happy to be of service also and delivered the new shoes to the occupant just minutes after fire units cleared the scene.



“This was not an instance of profound sacrifice; however it is noteworthy in the fact that Firefighter Goddard displayed the pure spirit of public service in his desire to alleviate suffering, coupled with the equally important authenticity to see the good deed accomplished in an expedient manner,” said Brian Boutwell, Valdosta Fire Chief.



# The Importance of Workplace Punctuality

Punctuality is a wonderful trait of a person, one to be admired and respected. Punctuality displays a person's respect for people and time. In a scheduled appointment, the late-comer usually gives an impression that he/she doesn't value the other person's time or considers his/her time more important than that of the other. This is exactly why candidates are never late at a job interview!

Punctuality in the workplace is extremely important. When employees are absent or tardy, work and services are interrupted and an additional burden is placed on colleagues. Punctuality is one of the important factors in evaluating individual performance.

**Below are some of the reasons why punctuality is vital in the workplace:**

## Respect

Punctuality speaks of a person's respect of others. In giving respect to others we can earn in return.

## Deadlines

An employee who isn't stressed about reaching late or has come in early enough to give him minutes to settle in before the day's work begins, has got better chances to get more accomplished than a late comer who feels more pressurized. Striving to meet deadlines helps establish your strong work ethic and your desire to be productive.

## Team-Centered Goals

When you're on time for meetings, conference calls and shift changes, you show others that you have team-centered work goals. Punctuality demonstrates your respect for co-workers and clients and reinforces your time-management skills. Team-focused employees avoid extended lunch breaks, respond to emails in a timely fashion and avoid tardiness. If you want your boss and co-workers to see you as a responsible team-centered worker, then be punctual.

## Credibility

Punctuality demonstrates your willingness to get up early, plan and make every effort to complete your work on time.

# UPCOMING EVENTS

Never miss out on City of Valdosta events. If you don't see an event your department is hosting, contact the Public Information Office at 229-671-3615

**VALDOSTA POLICE DEPARTMENT IS NOW RECRUITING**

Open Entry-Level Testing Session:  
**SATURDAY, AUGUST 17, 2019**  
**9:00 AM - BRING ID & \$15 CASH**

Location:  
**CITY HALL ANNEX**  
**300 N LEE ST, VALDOSTA**

Application Contact:  
**SJDHHS@VALDOSTACITY.COM**  
**229-293-3107**

**BECOME A VALDOSTA POLICE OFFICER**  
**EQUAL OPPORTUNITY EMPLOYER**

Mandatory Requirements:  
 - Be at least 21 years of age  
 - A United States Citizen  
 - No felony convictions according to O.C.G.A. 16-8-0  
 - No family and/or intimate partner violence charges according to O.C.G.A. 16-13-1  
 - 24 hours of education at High School Equivalent or GED  
 - A valid Driver's License  
 - Starting Salary: \$30,000 - \$40,000  
 - Paid Training: 12 weeks  
 - Paid by: Starting Salary + 5% per year  
 - Health, Dental, Vision, and Life Insurance  
 - Flexible Spending and 401(k) Plan  
 - A loan shall be available to employees and their family members.  
 - All salaries, equipment, and other items are as provided.

VPD is holding an open testing session on August 17th for anyone interested in becoming a police officer. Go to [www.valdostacity.com](http://www.valdostacity.com) for more information.



**FIRST FRIDAY**  
**AUGUST 2**



**MAKERS MARKET**  
**AUGUST 10**



**FOOD TRUCK THURSDAY**  
**AUGUST 15**



**SONGWRITER SHOWCASE**  
**AUGUST 17**



Huge **THANK YOU** to every City employee who came out to Food Truck Thursday!



Thanks to everyone who helped set up and clean up afterwards.



Don't worry, if you missed this one, make sure you join us in **AUGUST!**





# WHO'S WHO IN HR?

**YOUR GO-TO TEAM "Who do I call for...?" It can be confusing to determine who in HR to call with your specific questions.**

**Use the information below to point you in the right direction.**

## **Catherine Ammons**

Director of Human Resources  
cammons@valdostacity.com  
(229) 259-3544 ext. 4745

- EEO Claims, lawsuits, related issues
- Employee grievances and appeals
- Position management, workflow, reorganization
  - Policy interpretation/challenges
- Any issue, problem, or question for which you are unable to get a timely answer
- Sick Leave Donation
  - Staff handbook updates/changes



## **Amanda Hendricks**

Sr. Human Resources Manager  
ahendricks@valdostacity.com  
(229) 259-3544 ext. 4747



- Payroll
- Health Benefits
- Unemployment benefits
- Retirement point of contact

## **LaToya Robinson**

Human Resources Coordinator  
lrobinson@valdostacity.com  
(229) 259-3544 ext. 4318



- Employment verifications
- Employment Onboarding
  - Training
  - Job Postings
- I-9 Verifications

## **Berna Hepburn**

Human Resources Specialist  
bhepburn@valdostacity.com  
(229) 259-3544 ext. 4746



- Worker's Compensation claims
- Property insurance
- FMLA